

## Evaluation of Position Description

Labour Category/FLSA: Exempt

☐ Current Position Description  
☒ Proposed Position Description

Date Prepared: 06/25/03

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Title: HR Specialist

Position Title/Series/Grade: Building Management Specialist, GS-1176-11

ORGANIZATION: Division of Property Management, NIEHS

REFERENCES: USOPM PCS Building Management Series, GS-1176, dated Aug 71;  
Administrative Analysis Grade Evaluation Guide dated, Aug 90.

**SERIES AND TITLE DETERMINATION:** This position involves work that involves management of buildings or other facilities to provide organizations with appropriate office space and essential building services. Employees in this series typically perform one of more of the following functions: (1) applying business knowledge to directly manage, or assist in managing, the operation of one or more buildings and the surrounding property; (2) directing comprehensive building management programs; or (3) performing staff level work in the study of building management methods and the development of standard building management practices. This is consistent with the GS-1176 series. Building Management Specialist is the title prescribed for this kind of work.

**DETERMINATION OF GRADE:** The grade of the position is determined by comparison to the Administrative Grade Evaluation Guide consistent with guidance in the GS-1176 standard. The Administrative Grade Evaluation Guide is in the Factor Evaluation System format. An evaluation of each of the 9 factors of the standard in accordance with the duties performed resulted in a total of 2553 points. This equates to the GS-11 grade level.

**CONCLUSION:** Building Management Specialist, GS-1176-11.

**Installation:** National Institute of Environmental Health Sciences, National Institutes of Health, Research Triangle Park, NC  
**Title:** Building Management Specialist  
**Occ Series:** 1176  
**Pay Plan:** GS  
**Grade:** 11

**Introductory Statement:** The Division of Property Management (DPM) serves all of the NIH Community by providing support for renovations, new construction and maintenance of existing facilities, utilities and grounds. The Division provides professional leadership for the engineering programs of the National Institutes of Health (NIH). The scope of DPM operations is such that the effectiveness with which they are carried out has a major and direct effect on the worldwide biomedical research programs of the NIH. In addition to the main facilities at the Bethesda Campus and in Poolesville, MD, NIH has facilities at Research Triangle Park, North Carolina, Rocky Mountain Laboratory in Montana and the Gerontology Research Center in Baltimore, MD. This position is organizationally and physically located within the DPM organizational subcomponent responsible for the provision of real property management services for the NIEHS facilities in Research Triangle Park, NC.

## **DUTIES**

The incumbent serves as a building management specialist responsible for all aspects of the real property buildings, facilities, grounds, etc., for the NIEHS in Research Triangle Park, NC primarily through the management of contracted operations. The NIEHS facilities consist of a large multi-storied highly complex biomedical research and special purpose laboratories facility, dedicated equipment and systems, animal care facilities, and administrative facilities and support spaces including a central utility plant, all of which encompass in excess of a million square feet of space located on a 375 acre campus and housing approximately 1,500 occupants. Additionally, the central utility plant also provides support for an additional million square foot Environmental Protection Agency (EPA) Research and Administrative facility and National Computer Center housing an additional approximately 2300 occupants and located on an adjacent 134 acre campus.

## **Management of Contracted Building Services**

70%

The incumbent provides technical and administrative coordination for the real property building management program through the administration of contracted services. Examples of assigned contracts include contracted operation of the central utility plant serving the combined NIEHS/EPA campus, custodial services, grounds maintenance services, recycling services, provision of bottled water, composting services, and the maintenance and repair of multiple banks of automatic elevators, automatic doors and entry systems, surveillance equipment (cameras, monitors, recorders), kitchen equipment, and environmental control rooms.

The incumbent reviews progress on each contract to ensure that quality and timely work performance are provided by contractors. This includes monitoring technical efforts and progress, and evaluating performance against contractual requirements. Inspects completed services and notifies contractor of violations and deficiencies noted, particularly in the areas of schedule, cost, and technical-performance adequacy. Determines whether contractor is in compliance with all special clauses and contractual terms.

The incumbent reviews progress to determine if there has been technical and/or physical progress commensurate with the contract requirements and/or payment requests and recommends appropriate action to the Contracting Officer such as withholding payment, renegotiation of certain clauses, and partial or complete termination. Holds meetings with contractor quality control personnel and plant management to resolve problems requiring corrective action.

**Establish and Oversee Quality Assurance Program**

30%

The incumbent develops and administers the MEO quality assurance (QA) program for MEO subcontracted services needed to evaluate contract performance. The QA program shall establish the sampling techniques and statistical analyses of sampling to meet requirements in assessing firm-fixed price, definite delivery service type contracts. The QA program shall incorporate all applicable regulations. Then incumbent shall conduct technical inspections in accordance with the QA program to collect quality data, and shall perform an evaluation of the sampling data for suitable for utilization in evaluating the subcontracted services.

The incumbent performs other duties as assigned.

**FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION**

The incumbent requires an specialized knowledge of building management programs for a complex group of large buildings and facilities. These programs involve significant and continuing problems because of the size and complexity of the buildings and the nature of the research conducted within the facility. The NIEHS facilities consist of a large multi-storied, highly complex biomedical research and special purpose laboratories facility,

dedicated equipment and systems, animal care facilities, and administrative facilities and support spaces including a central utility plant. Because of the scope of contract services required, these contacts require a good knowledge of a wide variety of local contracting sources in order to meet occupant service needs expeditiously.

#### FACTOR 2 - SUPERVISORY CONTROLS

Assignments of work are issued by the NIEHS MEO and Property Manager. Supervision is essentially administrative in nature with assignments made in the form of a designated service for which the scope must be developed, and service contract solicited and administered by the incumbent. The incumbent plans for and carries out services with authority to act on own initiative on matters affecting the service provided. Deviation from agency policies, schedule changes, budget changes, and changes or actions that degrade the objective performance or alter operational characteristics of the service are submitted for final sign-off by the supervisor together with recommended courses of action, including available alternatives. The incumbent keeps the supervisor informed of progress, potentially controversial matters which he identifies by an ongoing service, or issues with far-reaching implications; otherwise, actions, decisions, and commitments are considered technically authoritative and are accepted without change. The supervisor, however, is available for consultation on policy matters. The incumbent must exercise judgment to determine priority of competing requirements when the priority is not defined by the supervisor.

#### FACTOR 3 - GUIDELINES

The incumbent uses guidelines such as agency policies and procedures, published maintenance and operations instructions, and contracts and related documents (e.g., specifications and technical data). Due to the range of issues, products, and contract requirements involved, guidelines covering all of the situations encountered are frequently not available. When available, the incumbent is expected to use broad judgment in interpreting these guides in relation to the specific issue involved, including those that impact the conduct of the Institute's work.

#### FACTOR 4 - COMPLEXITY

Assignments involve a broad range of activities and specialized services for a complex group of very large buildings and facilities. These programs involve significant and continuing problems because of the size and complexity of the buildings and the nature of the research conducted within the facility. The NIEHS facilities consist of a large multi-storied, highly complex biomedical research and special purpose laboratories facility, dedicated equipment and systems, animal care facilities, and administrative facilities and support spaces including a central utility plantmechanical engineering functions. The incumbent must exercise great tact and personal relations skills in resolving complaints

and competing requests for services because of the level and scope of the Institute's programs carried on in these facilities.

#### FACTOR 5 - SCOPE AND EFFECT

- a. SCOPE: Supports NIEHS and EPA staff members with facilities service activities both locally and as needed by NIEHS staff in Bethesda, Maryland and other off-site locations. The NIEHS facilities encompass in excess of a million square feet of space located on a 375 acre campus and housing approximately 1,500 occupants. Additionally, the central utility plant also provides support for an additional million square foot Environmental Protection Agency (EPA) Research and Administrative facility and National Computer Center housing an additional approximately 2300 occupants and located on an adjacent 134 acre campus.
- b. EFFECT: The services provide support for and significantly affect Institute and EPA research operations and objectives. Reliability in performance of support systems and services in biomedical research facilities is of utmost importance; the employee must achieve this reliability. Work performed by the employee has significant impact on the important research efforts carried on by NIEHS. The incumbent's work is judged by its overall effectiveness in meeting the needs of the Institute.

#### FACTOR 6 - PERSONAL CONTACTS

Contacts are with all levels of managers, supervisors and staff members of the NIEHS and EPA at the RTP campuses and representatives from the NIH, State and local Government officials, and contractor and manufacturer's representatives.

#### FACTOR 7 - PURPOSE OF CONTACTS

The purpose of contacts is to justify and defend specific service operational methodology or strategies, and to provide accurate and consistent information to others. The incumbent is required to coordinate the work performed by the NIEHS MEO property maintenance and operations contractor staff with the work of others within and outside the NIEHS MEO; and to resolve conflicts and differences of opinion among employees, contractors, and others. The specialist also has recurring contacts to obtain needed services such as custodial work, building equipment maintenance, or specialized services. Confers with contractors to resolve problems with conflicting contractual requirements. Contacts manufacturer's representatives to obtain information on latest products.

#### FACTOR 8 - PHYSICAL DEMANDS

The work is mainly sedentary, but site investigations of contractual performance and problems require climbing on ladders, and considerable bending, stooping, squeezing through tight places, etc. Occasionally a change to work clothes is required.

#### FACTOR 9 - WORK ENVIRONMENT

Work is performed primarily in an office setting, with some site visits to the laboratory and animals areas where bio-hazard exposure can occur; some visits to mechanical equipment rooms and power plants where exposure to noise, high voltage and moving parts is common, when making field inspections.